1. Purpose & Scope

This process defines the method for submission and completion of photography requests within the Visual Information Directorate (VID), Naval School of Health Sciences (NSHS).

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-002, Quality Systems Document Control, b) NSHS-004 Corrective & Preventive Action, c) SECNAVINST 3104.1, d) OPNAVINST 3104.1 Series, e) OPNAVINST 5290.1 series, f) SECNAVINST 5212.5 series, g) SECNAVINST 5290.1 series, h) BUMEDINST 5290.2 series, i) NNMCINST 5290.2 series.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **5290/1:** Request for Photography (form).

3.2 **PR:** Public Relations Photography.

3.3 **Medical Photography SOP:** Medical Photography Standard Operating Procedures.

3.4 **QA:** Quality Assurance

4. Document Review & Concurrence

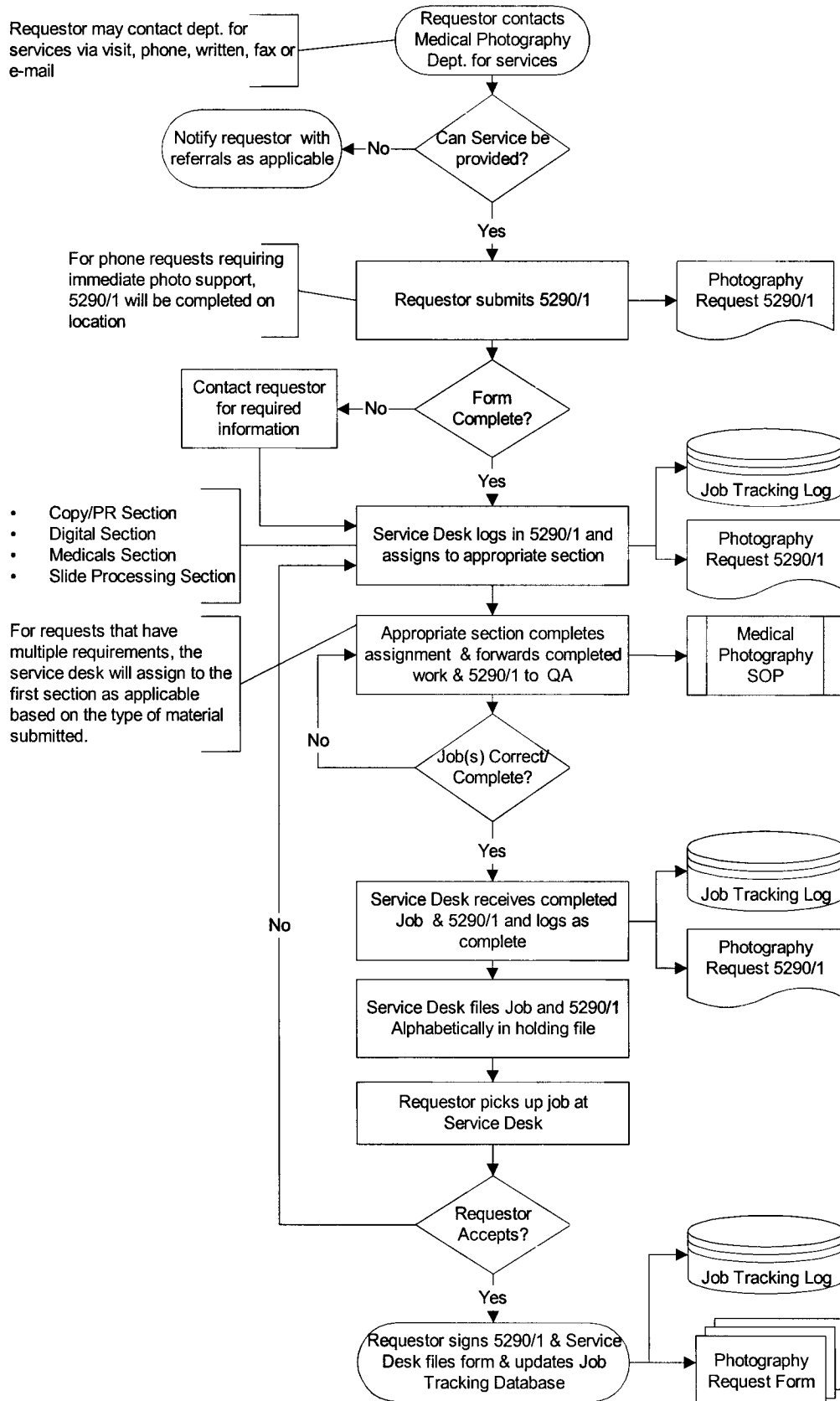| Title of Reviewer	Functional Directorate	Signature	Title of Reviewer	Functional Directorate	Signature
Head, Medical Photography Dept	OV3 (Process Owner)	HM1 J. Moyer	Director, Visual Information	OV (Approval Authority)	Mr. W. Dumbeck
Section Leader, Copy/PR	OV3	HM2 J. Wertman	Section Leader, Digital	OV3	HM2 R. Acosta
Section Leader, Medicals	OV3	HM1 J. Cowins			

5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	10 APR 01

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6. Process Flowchart

Requestor may contact dept. for services via visit, phone, written, fax or e-mail

Requestor contacts Medical Photography Dept. for services

Can Service be provided? —No→ Notify requestor with referrals as applicable

Yes

For phone requests requiring immediate photo support, 5290/1 will be completed on location

Requestor submits 5290/1 → Photography Request 5290/1

Form Complete? —No→ Contact requestor for required information

Yes

- Copy/PR Section
- Digital Section
- Medicals Section
- Slide Processing Section

Service Desk logs in 5290/1 and assigns to appropriate section → Job Tracking Log / Photography Request 5290/1

For requests that have multiple requirements, the service desk will assign to the first section as applicable based on the type of material submitted.

Appropriate section completes assignment & forwards completed work & 5290/1 to QA → Medical Photography SOP

Job(s) Correct/ Complete? —No→

Yes

Service Desk receives completed Job & 5290/1 and logs as complete → Job Tracking Log / Photography Request 5290/1

Service Desk files Job and 5290/1 Alphabetically in holding file

Requestor picks up job at Service Desk

Requestor Accepts? —No→

Yes

Requestor signs 5290/1 & Service Desk files form & updates Job Tracking Database → Job Tracking Log / Photography Request Form

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7. Quality Records

Record Name	Owner	Location	Indexing	Duration	Disposition
Job Tracking Log Database	Head, Medical Photography Department	Database	Unique Number	2 Years	Archive
Photography Request Form	Head, Medical Photography Department	File cabinet	Unique number	2 years, 10 years for Legal	Destroy

8. Addendum

N/A